MARYLAND JUDICIARY

GEARS
General Enterprise And Resource Support

Quick Reference Tip Sheet

General Information

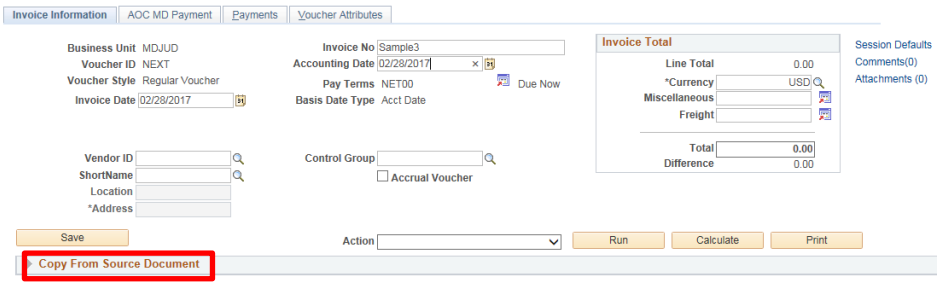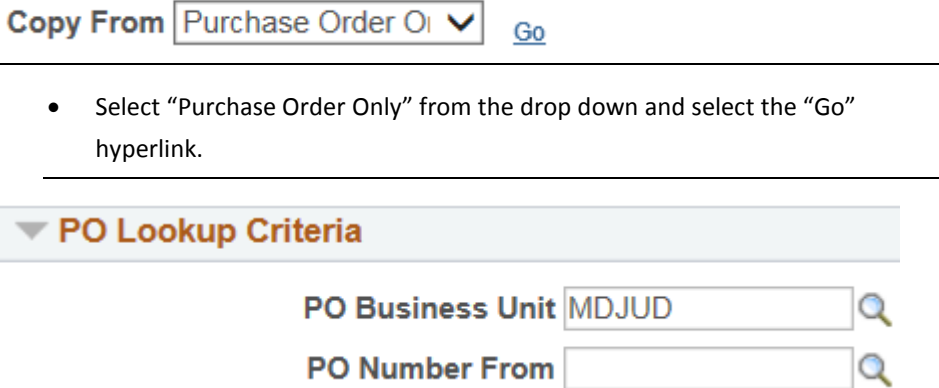| Task	Process Information
Creating a PO (Purchase Order) Voucher	A voucher that is entered from an **Express Purchase Order or Purchase Order** <u>without</u> having a receipt.

GEARS Navigation

Accounts Payable > Vouchers > Add/Update > Regular Entry	Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Regular Entry

1.0   Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	Select the "Add a New Value" Tab	**Voucher** Find an Existing Value | Add a New Value
2.	Click the [Add] button.	
3.	On the **Invoice Information** tab - enter the following information: • **Invoice Number** – Enter this just as it appears on the vendor invoice. • **Invoice Date** – Enter this just as it appears on the vendor invoice. • **Accounting Date** – Using the format of <u>mmddyyyy</u> enter the current date (today).	Invoice Information | AOC MD Payment | Payments | Voucher Attributes Business Unit MDJUD Voucher ID NEXT Voucher Style Regular Voucher Invoice Date 02/28/2017 Invoice No Sample3 Accounting Date 02/28/2017 Pay Terms NET00 Due Now Basis Date Type Acct Date

4.	On the **Invoice Information** tab – Click on the ► next to Copy From Source Document to open the PO Copy area.	
5.	On the **Copy Worksheet** screen – select the Purchase Order.	 • Select "Purchase Order Only" from the drop down and select the "Go" hyperlink. ▼ **PO Lookup Criteria** **PO Business Unit** MDJUD **PO Number From** ⓘ You can search for the purchase order business unit and number by selecting the magnifying glass. • Click the **Search** button. • Under the **Select PO Lines** section, enter a check mark only in the check box next to the PO line which is being vouchered against.

Copy Worksheet

Business Unit MDJUD Return to Invoice Information   Voucher NEXT

▼ PO Lookup Criteria

PO Business Unit MDJUD 🔍 Administrative Office of Court   [Reset]   ☐ View Matched /Cancelled Only
PO Number From 0000058396 🔍   PO Number To [   ] 🔍
PO Line Number From [   ] 🔍   PO Line Number To [   ] 🔍
*PO Date Option No Date ▾   PO Date [   ] 📅

▶ Additional Search Criteria

Max Rows [   ]   [Search]   [Copy Selected Lines]

Select PO Lines   Find | View All   First ◀ 1 of 1 ▶ Last

PO Unit MDJUD   PO Number 0000058396
Vendor ID 0000010864   CIRDAN GROUP INC   PO Date 01/04/2017

☑ Select All   ☐ Deselect All

Select PO Lines   Personalize | Find | View All | 📷 | 📊   First ◀ 1 of 1 ▶ Last

	Main Information	Contract Information										
Select	Unit Price	Line Number	Schedule Number	Item ID	Description	Quantity Vouchered	UOM	Merchandise Amount	Currency	PO Qty	U
☐	138.38000	2	1		AY17 ITSM Business Process Imp	1050.0000	MHR	145299.00	USD	1050.0000	M

◀ ━━━━━━━━━━━━━━━━━━ ▶

☑ Select All   ☐ Deselect All   PO Line Count 1
                                                        PO Total $145,299.00

6.	Click the [Copy Selected Lines] button.
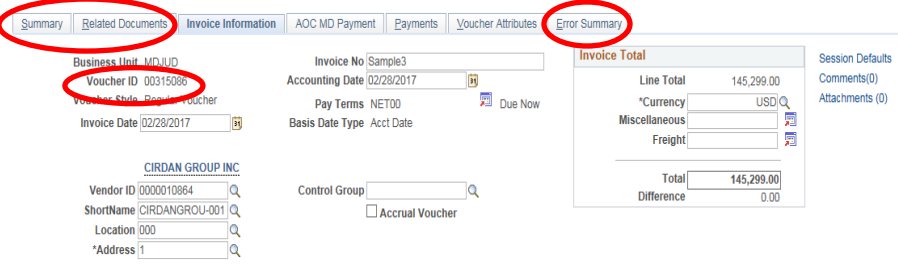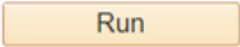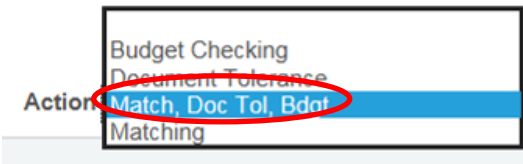
7.	On the **Invoice Information** tab – enter the following information.	• **Note**: the Vendor, Invoice and Distribution line information have carried over from the PO. **DO NOT** change the chartfields on the line (Account, Batch Agency, Fund, Program, Approp Number, Approp Yr, PCA). If the chartfields are incorrect, then the PO needs to be modified by DPCGA before it can be used.
		• **Note**: If the Vendor ID to be used for payment is different than the Vendor ID carried over from the PO, use the "Remit to" field on the Payments tab to provide the other Vendor ID.
		• **Attachments** – Be sure to attach a copy of your invoice.

8.	**For Amount Only POs:** **On the** **Invoice Information** **tab – adjust the total and amounts, if needed.**	**For Amount Only POs:** 1. If needed, adjust the Total (header) and Amounts (line), to match your invoice. 2. Click on the "Calculate" buttons on the header and line to confirm that the header and lines all agree.
9.	**Save the voucher by clicking the** Save **button.**	

10.	**Confirm your voucher is saved.**	1. You have (3) new tabs. (Summary, Related Documents and Error Summary). 2. You have an (8) digit Voucher ID. 3. You have "Actions" in your drop down box.
11.	**Select the "Match, DocTol, Bdgt" action, and then click**	 **NOTE:** If you have already run the **"Match, Doc Tol, Bdgt"** Action on a voucher and it results in an exception, please resolve the exception and then re-run <u>only</u> the action needed to clear the exception. This will reduce unnecessary processes and help improve system throughput. For example, you run the **"Match, Doc Tol, Bdgt"** action, and get Budget Exceptions, though Matching and Doc Tolerance are valid. Resolve the budget issue and then re-run only the **"Budget Checking"** action.
12.	**Click** **to submit voucher for approval.**	

 End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.